

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
FACILITY SHUTDOWN ANNEX

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I. SITUATION

- \_\_\_\_\_ A. Identify situations that might require partial or complete shut down of the facility.
- \_\_\_\_\_ B. Identify valuable and/or sensitive instruments, machinery and materials that require special consideration in a facility shutdown.
- \_\_\_\_\_ C. Identify any drawings, blueprints or vital records that require special safeguards during a facility shutdown.
- \_\_\_\_\_ D. Identify the location of shutdown controls for all utilities and other hazards such as pressurized systems and chemical operations.(FSA 1)

I. OPERATIONS & CONTROL

- \_\_\_\_\_ A. Describe how faculty/staff and off-duty personnel or outside agencies will be advised of the facility being shutdown.
- \_\_\_\_\_ B. Describe how and by whom buildings, equipment and supplies will be secured.
- \_\_\_\_\_ C. Describe how and by whom utilities will be secured.
- \_\_\_\_\_ D. Describe other damage control techniques to minimize property loss when shutting down.
- \_\_\_\_\_ E. Describe how and by whom employees will be released from work.
- \_\_\_\_\_ F. Describe how security will be provided for the facility once it is shutdown.

I. RESPONSIBILITIES

- \_\_\_\_\_ A. Identify the individual, by title, who is responsible for directing the facility shutdown.
- \_\_\_\_\_ B. List SOP's/Checklists that address how the responsible individuals will accomplish the assigned tasks. If none, so state. (FSA 2)
- \_\_\_\_\_ C. Identify the individual, by title, responsible for posting shutdown instructions on or near controls for each piece of major equipment.
- \_\_\_\_\_ D. Identify the individual, by title, responsible for instructing personnel in emergency shutdown procedures.
- \_\_\_\_\_ E. Identify the individual, by title, responsible for testing shutdown procedures for utilities and equipment.

I. APPENDICES/ATTACHMENTS

- \_\_\_\_\_ FSA1 Map of shutdown control locations

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\_\_\_\_\_ FSA2 Checklist for shutdown of each piece of major equipment, classroom and building.